



# **National Finance Center Customer Notification**

**Date of Notification: December 16, 2011**

**Subject: REMINDER: Revised Pay Period 25, 2011, PAYE Processing Schedule**

**Database/Customer(s) Affected: All Customers**

**Dear Customer:**

The National Finance Center (NFC) would like to remind our customers regarding the following customer notification that was issued on Tuesday, December 13, 2011.

NFC realizes that we are in tough economic times and this becomes more apparent during the holiday season. Understanding this, the processing schedule for Pay Period 25, 2011, is being changed in an effort to expedite the processing of salary payments to our customers during this holiday season.

NFC's modified Payroll Processing System (PAYE) processing schedule will change as follows:

The First Pass of PAYE will execute on **Wednesday December 21, 2011.**

The Second Pass of PAYE will execute on **Thursday, December 22, 2011.**

This modification moves the processing schedule up by one day. In order to successfully accomplish this change, agencies are requested to ensure that all T & As are transmitted to NFC as early as Friday, December 16, 2011, but no later than the close of business on Tuesday, December 20, 2011. We are requesting all Department/Agencies submit T & As by the First Pass, so that the majority of the employees receive their Direct Deposit net salary payments prior to the Christmas Holiday.

Direct Deposit net salary payments for First Pass will be processed and released through Financial Management Service (FMS) on Thursday, December 22, 2011. These salary payments will be dated Friday, December 23, 2011, and they should post to employee bank accounts on this date.

Direct Deposit net salary payments for second pass will be processed and released through FMS on Friday, December 23, 2011. These salary payments will be dated Tuesday, December 27, 2011, and they should post to employee bank accounts NLT this date. An earlier "pending" or "memo posting" to employee bank accounts may occur depending on when the employee's financial institution retrieves and processes their transactions during the holiday weekend.

All employees are encouraged to verify payment posting through their financial institution.

Net salary paper check payments will be dated the official payday, Thursday, December 29, 2011.

As always, the NFC Operations and Security Center staff will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or by sending an email to [OSC.ETIX@usda.gov](mailto:OSC.ETIX@usda.gov).

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at [Customer.Support@usda.gov](mailto:Customer.Support@usda.gov).

KJS/M5-12-028/038

### **Tip of the Week**

Visit the Help Desk Assistant under the Contact Tab on the NFC Homepage to learn more about who to call at NFC. Our Assistant will guide you to the appropriate organization or resource to resolve your inquiry.